

RULES AND REGULATIONS FOR USE OF PARKS AND SHELTERS

1. Reservations must be made through the Parks and Recreation Department to assure availability of the shelter of your choice. Shelters are available for reservations from May 1st through September 30th. Reservations are taken after January 15th for that year only.
2. Shelter reservations guarantee the renter has the sheltered/roofed area available for use for their event. The water, bathrooms, play equipment and all green space in the park is open to the public and exclusive use is not included in the shelter reservation nor is use of these areas excluded from the public unless an EXCLUSIVE PARK USE PERMIT has been authorized. Restrooms are stocked with toilet paper. Soap and paper towels are not provided. Please bring your own.
3. All athletic facilities in parks (volleyball courts, softball/baseball fields, tennis courts, horseshoe courts) are available on a first come/first serve basis except for City organized league play and tournament play. **EXCEPTION:** Volleyball courts and softball/baseball fields may be used by city and youth organizations for organized league and tournament games. These games have priority. Volleyball courts and softball/baseball fields may be reserved for a fee.
4. The individual whose name appears on the reservation request is responsible for any and all damage to facilities for that event and is also responsible for the group's conduct while using the facilities.
5. Most of the City's parks are located in residential areas. Please keep noise to a minimum. City of Rochester Ordinance #117.03 restricts the use of sound amplification within the city limits. Sound amplification permits are issued by the City Clerk.
Park Board policy limits amplified sound in most city parks to 2 hours or less duration. Sound amplification for events lasting more than 2 hours is permitted in some of the larger parks. Please contact the Department for listing of these parks.
6. Overnight camping is not allowed in city parks. Open recreation fires are allowed only by special permit. Parks do not have grills. Bring your own.
7. Parking and delivery is restricted to designated parking lots only. **THERE IS TO BE NO DRIVING OF VEHICLES ON SIDEWALKS, BIKEWAYS, OR ON PARK AREAS.** Vehicles illegally parked will be towed away at the owner's expense.
8. **ALCOHOLIC BEVERAGES:** City Ordinance #45b.17 states: "It is unlawful for any person to bring upon, or to possess or consume in, a park the contents of a container of an alcoholic beverage that contains or has a capacity of two or more gallons." **NO KEGS! No alcohol allowed at Bear Creek, Central, Foster-Arend, Kutzky, Mayo or Slatterly Parks** without a special use permit.
9. A Park Concessionaire Permit is required for the sale of merchandise, food, or beverages in city parks unless the sale of merchandise is specifically for the event for which the area has been rented.
10. **REFUND POLICY:** Refunds will be given for cancellations received at least ten (10) days before the reservation date. **NO REFUNDS WILL BE GIVEN FOR WEATHER CONDITIONS!** A written request must be made to receive a refund. A \$30.00 handling fee will be charged for refund processing.
11. Shelter renter shall save and hold harmless the City of Rochester, its officers, agents, employees, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the renting of park shelters.
12. The West Silver Lake and Watson Pavilions are kept locked at all times. Pick up a key at the Park and Recreation Department before 5:00 p.m. Monday through Friday. A \$50.00 deposit is required when picking up the key.
13. The gate leading to the shelter at Quarry Hill Park is kept locked at all times. Pick up a key at the Park and Recreation Department before 5:00 p.m. Monday through Friday. A \$50.00 deposit is required when picking up the key.
14. The Three Links Shelter next to the Silver Lake Adventure Playground can be reserved from either 11:00 a.m. to 3:00 p.m. or 4:00 p.m. to 8:00 p.m. for up to 100 people.
15. It is suggested that the renter places their reservation card at the shelter several hours before the event begins so as to alert other park users of your arrival.
16. Persons leasing the park shelters are required to remove all decorations and signs that are used in decorating the shelter. This request includes the removal of directional signs leading users to the shelter.
17. Shelters and other venues have specific capacities. Reservations/requests may be denied for specific locations depending on the anticipated attendance.
18. Events with more than 250 persons shall be required to provide additional restroom and trash facilities.

<u>PARK HOURS</u>	<u>PARKS WITH SHELTERS</u>			<u>RENTAL FEES</u>
5:00 a.m. to 11:00 p.m. <i>Exceptions include:</i> Essex and Quarry Hill Parks close at dusk. Foster-Arend Park closes at 9:00 p.m. East Park closes at 9:30 p.m.	Bear Creek (I) Central (III) Cooke (II) East Park (III) East Silver Lake (II)	Eastwood (III) Essex (I) Foster-Arend (III) Kutzky (III) Quarry Hill (II)	Slatterly (II) Soldiers Field (II) Three Links (II) Watson (III) West Silver Lake (I)	\$300 + tax Level I Shelters \$200 + tax Level II Shelters \$100 + tax Level III Shelters

ROCHESTER PARKS AND RECREATION DEPARTMENT
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